MINUTES OF MEETING
RHODE ISLAND AIRPORT CORPORATION
OPERATIONS AND CAPITAL COMMITTEE
WEDNESDAY, AUGUST 19, 2009, AT 2:00 P.M.
IN THE MARY BRENNAN BOARD ROOM,
T. F. GREEN AIRPORT
2000 POST ROAD, WARWICK, RHODE ISLAND

The meeting of the Rhode Island Airport Corporation ("Corporation") Operations and Capital Committee was called to order by Chairman, James C. Forte, at 2:04 p.m., in the Mary Brennan Board Room at T. F. Green Airport, 2000 Post Road, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.

COMMITTEE MEMBERS PRESENT: James C. Forte; Robert D. Sangster; Donald Pillsbury (Ex-Officio member).

**COMMITTEE MEMBER ABSENT: Michael Traficante.** 

BOARD MEMBERS PRESENT: Kathleen C. Hittner, M.D; Russell Hahn.

ALSO PRESENT: Kevin A. Dillon, A.A.E., President and CEO; and those listed on the attendance sheet attached hereto.

## 1. Approval of the Minutes:

Mr. Sangster moved that the minutes of the Operations and Capital Committee Meeting of June 9, 2009 be approved. Mr. Forte seconded the motion. The motion was passed unanimously.

#### 2. Report from Chair, Operations and Capital Committee:

Mr. Forte reported that he had recently taken a tour of the new Intermodal walkway, and had the opportunity to see the work on the project first hand.

Mr. Forte reported that he had recently taken a tour of the airport with Alan Fung, Mayor of the City of Cranston.

# 3. General Aviation Report:

Mr. Dillon gave an overview of the operations noting that operations were down but that the airports were faring better than other airports of similar size in the industry. Mr. Dillon went over the individual numbers for each airport, noting that the Committee had been presented with a copy of the report.

Mr. Dillon updated the Board on a public meeting at Newport, reporting that several issues were raised including easements and community concerns over noise. There was also discussion of a formal RIAC request to the FAA to prohibit specific types of jet

aircraft at Newport Airport. Mr. Dillon explained that the infrastructure at Newport is not designed for jet aircraft.

Mr. Dillon reported that there will be a small event on September 8, 2009 to commemorate the opening of the new terminal on Block Island. Mr. Dillon reported that the terminal is open for business.

Mr. Dillon reported the "Wings Over Westerly" event is planned at the airport for September 12th. He also gave a brief update on easement issues at Westerly Airport.

Mr. Dillon reported that stimulus monies are being used to resurface Taxiway A at Quonset Airport. There has also been discussion with the Air National Guard regarding construction of a new air traffic control tower at the airport.

Mr. Dillon gave an overview of progress on the Master Plan review for North Central Airport. He noted that staff has been meeting with the advisory group on this review. Mr. Dillon reported that the viability of a precision approach to Runway 5 is still being considered.

There was general discussion of marketing efforts at the General Aviation airports, and future development plans.

#### 4. Action Items:

(a) Consideration of and Action Upon Approval of a Task Order for Glycol Management Services at T. F. Green and Quonset Airports.

Mr. Dillon gave an overview of the task order. There was discussion on the specifics of the services provided, and Mr. Pillsbury asked about the collection process for North Central Airport. Staff will research the issue and report back to the Committee. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Task Order with Inland Technologies, Inc., to provide Glycol Management Services at T. F. Green and Quonset Airports, subject to Board approval.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation (RIAC) is responsible for the Operating and Maintenance (O&M) of airport facilities at the six Rhode Island airports; and

WHEREAS, it has been determined that there is a need for Glycol Management Services at T. F. Green and Quonset Airports; and

WHEREAS, RIAC issued a Request for Proposals (RFP) in June 2007 for Glycol Management Services pursuant to RIAC Procurement Rules; and

WHEREAS, as a result of the selection process, Inland Technologies International, Inc. (Inland) was chosen to provide this service; and

WHEREAS, on July 18, 2007, the Board of Directors authorized RIAC to enter into a Professional Services Agreement (PSA) with Inland for a one year term with two additional one-year terms at the discretion of RIAC; and

WHEREAS, RIAC staff has negotiated a Scope and Fee for these services from October 15, 2009 through April 15, 2010 (the final year of this agreement) with Inland in an amount not to exceed \$634,210; and

WHEREAS, the approved Fiscal Year 2010 Operating and Maintenance (O&M) budget includes \$655,992 for these services.

# NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee authorizes the President and CEO, or his designee, to execute a Task Order with Inland Technologies, Inc. to provide Glycol Management Services at T. F. Green and Quonset Airports in an amount not to exceed \$634,210, subject to Board approval.

The motion was passed unanimously.

(b) Consideration of and Action Upon Approval of a Contract Award for the Provision of Hardware and Software for a Storage Area Network at T. F. Green Airport.

Mr. Dillon gave an overview of the contract. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Professional Services Agreement with TechTeam Government Solutions, Inc., for the provision, installation and five year maintenance of a Storage Area Network at T. F. Green Airport, subject to Board approval.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation (RIAC) issued a Request for Proposals (RFP) in June 2009 for the provision of a Storage Area Network (SAN) and maintenance support for a three-year period pursuant to RIAC's Procurement Rules and received seven proposals on June 23, 2009; and

WHEREAS, a Selection Committee comprised of: Dave Wilga, Chief Technology Officer; Beth Tetreault, Procurement Specialist; Donald Stubbs, Sr. Systems & Network Administrator and Denis Stolyarov, Sr. Network Administrator was formed to evaluate and review the

proposals based on the selection criteria; and

WHEREAS, based on these evaluations the Selection Committee unanimously selected TechTeam Government Solutions, Inc. (TechTeam) to provide the hardware, software and maintenance services for the new SAN array; and

WHEREAS, as part of TechTeam's response, the firm proposed optional pricing for the selected system with a five-year total coverage maintenance agreement in the amount of \$194,134; and

WHEREAS, RIAC staff reviewed the proposed costs (an additional \$17,277) and associated benefits of the additional years of service and recommends accepting the proposed five year maintenance agreement; and

WHEREAS, the approved Fiscal Year 2010 Operating Capital Budget includes \$190,000 to replace the existing SAN hardware and software at T. F. Green Airport.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee approves the attached resolution authorizing the President and CEO, or his designee, to execute a Professional Services Agreement with TechTeam Government Solutions, Inc. for the provision, installation and five year maintenance of a Storage

Area Network at T. F. Green Airport, in an amount not to exceed \$194,134, subject to Board approval.

The motion was passed unanimously.

(c) Consideration of and Action Upon Approval of a Lease Amendment with the Lightship Group, LLC, at Quonset Airport.

Mr. Dillon gave an overview of lease amendment. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute the Lease Amendment, in substantially

the form presented, with The Lightship Group, LLC, subject to Board approval.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, the Rhode Island Airport Corporation (RIAC) has the responsibility of developing revenue to support its general aviation airport system from certain real estate parcels at the Quonset State Airport (Revenue Producing Parcels) leased to RIAC by the State of Rhode Island; and

WHEREAS, the Revenue Producing Parcels are managed on behalf of RIAC by the Rhode Island Economic Development Corporation (RIEDC) through its subsidiary, the Quonset Development Corporation (QDC); and

WHEREAS, the QDC has presented to RIAC, for its Board's approval, a Lease Amendment of certain real estate and facilities (Demised Property) to The Lightship Group, LLC; and

WHEREAS, RIAC is entitled to the revenues derived from the Demised Property; and

WHEREAS, the QDC has represented, inter alia, that the base rent and terms of the Lease Amendment are commercially reasonable; and

WHEREAS, the QDC has approved said Lease Amendment; and

WHEREAS, RIAC's management has reviewed the Lease Amendment and recommends approval by the Board.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee authorizes the President and CEO, or his designee, to execute the Lease Amendment, in substantially the form presented, with The Lightship Group, LLC, subject to Board approval.

The motion was passed unanimously.

(d) Consideration of and Action Upon Approval of a Lease Agreement for Certain Rhode Island Air National Guard Facilities at Quonset Airport.

Mr. Dillon gave an overview of the agreement. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute a Lease Agreement, with the United States Government, in substantially the form presented, subject to State Properties Committee, Rhode Island Department of Transportation and Board approval.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, the State of Rhode Island received Quonset Airport (Airport) from the United States Government, with the conveying deed conditions and restrictions that mandated certain parcels of the Airport remain available for use by the Department of Defense for the purpose of providing Air National Guard facilities; and

WHEREAS, honoring those restrictions, the Rhode Island Airport Corporation (RIAC) Board authorized RIAC to lease 65.4 acres of land at the Airport to the United States Government at the October 2007 Board meeting; and

WHEREAS, the current lease expires December 31, 2047; and

WHEREAS, the current lease was approved by the State Properties Committee and the Rhode Island Department of Transportation (RIDOT); and

WHEREAS, an additional 1.56 acres of land is required by the United States Government to construct a new air traffic control tower that would serve military and civilian aircraft operations; and

WHERAS, the proposed lease solely adds the 1.56 acres of land to the existing lease; and

WHEREAS, the term of this agreement runs from September 30, 2009 through September 29, 2010; and

WHEREAS, unless and until the United States Government gives notice of termination in accordance with provision of the lease, it shall remain in force thereafter from year to year without further notice through September 29, 2039; and

WHEREAS, although no additional revenue will be paid to RIAC by the United States Government under this lease, RIAC presently receives \$225,000 per year from the Air National Guard for use of the airfield under a Joint Use Agreement which expires September 30, 2012.

## NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee authorizes the President and CEO, or his designee, to execute a Lease Agreement, with the United States Government, in substantially the form presented, subject to State Properties Committee, Rhode Island Department of Transportation and Board approval.

The motion was passed unanimously.

(e) Consideration of and Action Upon Approval of an Amendment to the Construction Phase Engineering and Architectural Services Agreement AND Consideration of and Action Upon Approval of a Change Order to the Guaranteed Maximum Price Contract.

Mr. Dillon reported that this item was being removed from the agenda.

(f) Consideration of and Action Upon an Access Agreement at Westerly Airport.

Mr. Dillon gave an overview of the agreement. The recommendation is that the Committee authorize the President and CEO, or his designee, to execute an Agreement for continued access to Westerly

Airport containing the terms, in substantially the form presented, with Dooney Aviation, Inc, subject to FAA and Board approval.

A motion was made by Mr. Sangster and seconded by Mr. Forte to approve the following resolution:

WHEREAS, Dooney Aviation, Inc. (Dooney) provides Aeronautical Services "through the fence" on its own land located adjacent to Westerly Airport (Airport); and

WHEREAS, Dooney's current Agreement with the Rhode Island Airport Corporation (RIAC) expired on June 30, 2007; and

WHEREAS, since July 1, 2007 Dooney has been operating on a month-to-month basis under the same terms and conditions; and

WHEREAS, RIAC staff has negotiated the attached terms for inclusion in a new agreement for continued access at the Airport and recommends approval; and

WHEREAS, under the terms of the new agreement Dooney will be allowed to provide Aeronautical Services such as aircraft fueling, tie-downs and hangar storage; and

WHEREAS, all required approvals from the Federal Aviation Administration (FAA) will be obtained prior to execution.

#### NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Committee authorizes the President and CEO, or his designee, to execute an Agreement for continued access to Westerly Airport containing the terms, in substantially the form presented, with Dooney Aviation, Inc., subject to FAA and Board approval.

The motion was passed unanimously.

# 5. Future Meetings:

The next meeting is scheduled for Wednesday, September 16, 2009 at 3:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.

# 6. Adjournment:

Mr. Forte moved to adjourn at approximately 2:34 p.m. Mr. Sangster seconded the motion. The motion was carried by acclamation.

Respectfully submitted,

James C. Forte, Chair

**Rhode Island Airport Corporation** 

# **Operations and Capital Committee**

ATTENDANCE SHEET
RHODE ISLAND AIRPORT CORPORATION
OPERATIONS AND CAPITAL COMMITTEE MEETING
AUGUST 19, 2009

NAME AFFILIATION

**Brian Schattle RIAC** 

Peter Frazier RIAC

Ann Clarke RIAC

Patti Goldstein RIAC

Doug Dansereau RIAC

Dave Wilga RIAC

Val Mendonca HNTB

**Robert Goff** New England Parking

**Chris MacFadynn** House Policy

Mike Schrader Hoyle Tanner

Dale Wilde Hoyle Tanner